Nebraska Information Technology Commission
Community Technology Fund 2001
Application Form

Section I: General Information (Required)

A. Project Title: **A collaborative Community project to provide an " Information Technology Center" for use by area residents.**

Name of Submitting Entity::   Village of Brainard

Project Contact Information: Mary Lou Meister - Village Clerk
                 or   Sharon Bruner - Project Manager

Name: Mrs. Mary Lou Meister	Mrs. Sharon Bruner
Address: PO Box 71	PO Box 82
City, State, Zip: Brainard, Nebr. 68626	Brainard, Nebr. 68626
Telephone: Work - 402-545-2701	Work:402-545-2081
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B. Certification for Request
I certify that to the best of my knowledge the information in this application is correct and that the application has been authorized by this entity to meet the obligations set forth in this application.

Authorized Signature: _____

Typed Name: Jeffrey A. Dvorak_____

Title: Chairman, Village Board_____

Name of Entity: ____Village of Brainard_____

Date: _February 15, 2001_____
Total State Funds Requested: $ 18,495
Contact information regarding this form:

    Office of the NITC
    521 S 14th Street
     Lincoln, NE 68508
    (402)471-3560

Section II: Executive Summary (Required)
Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents.

A *"Community Technology Center" (CTC)* will be developed. The CTC will:
- Provide opportunities for people to access a computer and gain knowledge and experience in word processing, data processing, e-mail and using the Internet.
- Train volunteers to staff and assist in the technology center.
- Provide opportunities for the Brainard Volunteer Fire Department to access information from State agencies and training material available on the Internet.
- Assist the Brainard Economic Development Council to develop promotional videos and to provide an instrument which will be utilized to collect data on industrial sites, housing opportunities and other related data. A brochure about the area will be prepared for new residents as a joint project of the Council and the Community Club.
- Develop a Brainard Web page in cooperation with East Butler High School.   This Web page will include minutes of Village Board meetings, pictures and information on present businesses, available public housing, recreational opportunities, promotional material and data collected by the Brainard Economic Development Council.
- Publish a monthly newsletter featuring news stories, items of interest and public notices.
- Develop and make available historical videotapes of the Brainard, Nebraska area and other promotional material for Brainard's 125th Anniversary celebration in 2003

The applicant for this proposed project is the Village of Brainard, who will provide oversight of grant activities, space to house the computers and scheduled times for citizen access to the computers. Also participating in the project will be:
(l) East Butler Public School, located in Brainard, who will provide training for volunteers through their adult education alliance with Central Community College. The school will also assist in development of a Brainard Web page.
(2) The Brainard Community Club who will recruit volunteers to staff the technology center and will also provide volunteers to develop videos and printed material promoting the area and its history.
(3) The Brainard Volunteer Fire Department who will utilize the computers to access training information available through state and federal agencies.
(4) The Brainard Economic Development Council who will develop a promotional video and a listing of area resources to be made available on Brainard's Web page.

The proposed project seeks funds to purchase equipment which will be utilized by the previously listed partners in this project. Funds will also be requested for consultants to advise in equipment setup, development of instruments for data processing and preparation of videos. Expected outcomes of this cooperative project include: providing opportunities for lifelong learning; promotion of the area and preservation of its history and genealogy; development of readily available information for prospective businesses and residents.

Section III: Goals and Objectives (Required)
Describe the project including the specific goals and objectives.

Representatives of the Brainard Village Board, East Butler Public School, Brainard Community Club, Brainard Volunteer Fire Department and the Brainard Economic Development Council have jointly identified the following goals:

1. Provide opportunities to access and utilize information technology by area residents with limited computer skills
2. Promote and preserve the heritage, history and resources of the area
3. Improve the record keeping and access to information by participants in this project

Objectives that will accomplish the identified goals are:

1a. Utilize consultant to develop specifications and purchase hardware and software for a technology center that will be housed in the Brainard City Hall
1b. Design a program to train volunteers who will staff the technology center
1c. Recruit and train volunteers who can assist the general public in use of the computer, word processing, data processing, surfing the Internet and using e-mail
1d. Publicize the technology and develop schedules to open the technology center a minimum of six hours per week

2a. In conjunction with la., utilize consultant to develop specifications for hardware and software needed to develop promotional videos and to preserve historical information and photographs on video
2b. Purchase hardware, software and other equipment and provide training in use of such equipment
2c. Continue development of Brainard's Web page to include information about meetings and activities in Brainard, pictures of local businesses, churches, recreational opportunities, public housing and other information
2d. Develop a promotional video featuring the Brainard area, its businesses, residents, recreation, resources, housing availability, industrial sites, etc.
2e. Develop videos and printed material on the history and heritage of the area
2f. Develop plan to disseminate and distribute videos and promotional material
2g Develop monthly newsletters for area residents

3a. Develop data reporting forms utilizing available sources, consultants or volunteers for documenting safety training, fire fighter training, and emergency medical technician continuing education hours
3b. Utilize available data reporting forms from other economic developers or develop new forms that will describe present businesses and community resources
3c. Accumulate information and provide printed material for use in promoting economic development and the surrounding area

Project's relationship to the Village comprehensive technology plan.

    The Brainard Village has a technology plan modeled after the State of Nebraska's technology plan United 2000. Within the limits of its resources, the Village will:

        (1) provide information
        (2) increase access
        (3) stimulate demand and increase utilization by providing training and mentoring to area residents.

    The Village is committed to providing a good place for people to live and work. Retention of its businesses and population are primary considerations. A technology center developed through a collaborative effort of local organizations supports the goals laid out in the Brainard technology plan. It provides information, training and access to computers for local residents. The mentoring provided by volunteers and East Butler computer students will assist area residents to become more familiar with computers and stimulate individual's purchase of computers and related technology.

    The participants in this project have also developed a comprehensive technology plan that includes the following specific points:

- To provide computer access for local citizens who desire to learn computer skills but lack financial resources to purchase their own equipment
- To provide basic training in the use of computer hardware and software
- To develop and train volunteers who will staff the technology center
- To access government information dealing with state and federal regulations, forms, medical resources, weather and general information
- To develop a web page which will be utilized to disseminate information about Brainard and make available minutes of village and school board meetings etc.
- To preserve and make available historical information and photos
- To serve as a model project for other communities with limited resources
- To develop an interest in technology by area residents leading to further education and utilization of computers and related technology
- To provide entertainment for those wishing to utilize computer skills, while at the same time acquiring knowledge
- To broaden cultural knowledge and increase literacy as a process of lifelong learning

The project's objectives support goals of the NITC and the priorities of the Community Council as follows:

NITC Goal 1b -Expand citizen access to government information

    Village, school board and other local entity minutes will be available through the Brainard web page. Access to other government information will be available through the Internet. Those residents of the area with limited computer knowledge and access to computers will have the opportunity to access this information.

NITC Goal 1c - <u>Broaden educational opportunities to include expanded access to lifelong educational and training opportunities</u>

The technology center will improve knowledge of information services for residents of the community who are seeking employment. Senior citizens will be able to learn how to use a computer to communicate with children and grandchildren via e-mail. They will also learn how to use the Internet to access information on gardening, vacations, investments and numerous other areas of interest.

They will also have opportunities to access information on agriculture and the environment for those involved with agriculture, the primary occupation of many residents of the surrounding area.

NITC Goal 2a - <u>Develop new ways to create support networks</u>

This project utilizes local entities and organizations to develop a technology center. People with little or no computer knowledge are introduced to basic computer skills. Mentoring and support is provided by local volunteers who have been trained through a collaborative effort of the local schools and an area community college.

Organizations such as East Butler Future Business Leaders of America (FBLA), will be contacted to arrange adoptions of senior citizens to train them in computer and Internet usage.

NITC Goal 3a - <u>Stimulate and support information-based economic development</u>

The Brainard Economic Development Council is planning to gather and disseminate data which will be useful for prospective residents and businesses. This information will be made available through a Brainard web site which will be developed as part of the project. The council recognizes the importance of readily available information on local schools, churches, businesses and demographic data in order to attract and retain business and industry.

Section IV: Scope and Objectives
Describe the project's specific scope and objectives. The narrative should address:

1. Beneficiaries of this project and the need(s) being addressed.

Beneficiaries of this project are the residents of Brainard and surrounding areas. Through a collaboration of the Village of Brainard, East Butler Schools, Brainard Community Club, Brainard Volunteer Fire Department and the Brainard Economic Development Council, a technology center will be started.

The village of Brainard has a population of 333 and is located in East Central Nebraska. The surrounding areas would also benefit from this project. East Butler Public School, a 192 square mile consolidated K-12 school district, is located in Brainard with an additional elementary school in nearby Dwight, Nebraska. There are currently 358 students attending East Butler schools. Approximately 3,000 people reside in the East Butler School district.

Brainard is located in a rural area and the primary occupation is agricultural. However, the rural economy is uncertain and many of our local farmers have second jobs or their spouse is working to provide health insurance and other essentials. The population has aged and 30% of

the population is above the age of 60. (Many of our residents have limited exposure to information technology).   Sixty one percent of the population is above the age of 30 and presumably have little or no formal computer education.

The Brainard area was settled in the late 1800s and many of the residents are of Czech heritage and agriculture is the primary occupation in the area.   Over the years, farms have become larger and there are now fewer family farms.   Presently, employment opportunities include: agricultural related jobs, education related jobs and a variety of employment opportunities in the local area or in several neighboring cities. Lincoln, Columbus, Omaha, and Seward are all within an hour's drive. Several families have moved into the area because they wanted small town living with a good school system and liked the town's appearance. Recently, several new homes have been built.   These factors have enabled Brainard's population to increase from 275 in 1980 to 333 according to the 1990 census figures.

Brainard is also the headquarters of Frontier Coop, a farmer's cooperative with ten locations in Butler, Colfax and Saunders County. (Frontier provides grain purchasing and sales of farm supplies). The area is served by a volunteer fire department with 27 active members. The town also boasts many businesses and services including a small meat processing plant, a catering service, a grocery store, car wash, bank, mortuary, plumbing and heating business, two beauty salons and two construction firms. Two new businesses - a cafe and an auto repair-service shop, have recently opened. There are two churches located in Brainard. Recreational areas include the nearby Oak Creek Trail, Timberpoint Lake, three parks, a track, ball fields and a swimming pool.

The technology center will serve as a learning center for area residents. It will be used for making promotional videos, printing and preserving the heritage of the area. The center will also improve the required record keeping and use of data by the village and the volunteer fire department. The Brainard Economic Development Council believes that development of technology is necessary for the long term survival of small towns in rural America. Promotional material, data on prospective sites, present industry and demographic information will be more readily available to aid in improving the economy of the area.

Web sites such as Electric Library, educational and classroom resources, Rural Routes, Children's Literature Page, State of Nebraska Web sites, Telehealth, Nebraska community web sites and many others would be of benefit to residents and businesses in the area.

This collaborative effort serves a variety of needs which could not be addressed individually. Ultimately, the long term effects would include retention and growth of the population of the area.

The economy of rural areas has been affected by the growth of information technology and must meet the challenges brought about by the growth of the digital economy. A report issued by The Emerging Digital Economy II indicates that by 2006, almost half of the U.S. work force will be employed by industries that are either major producers or intensive users of information technologies.

2. Expected outcomes of the project include:

- a core group will begin detailed planning of technology center hardware, software and layout of the technology center upon notice of the grant award
- curriculum for training of technology center staff will be planned by East Butler Schools and Columbus Community College within 90 days of award (deliverable)
- ten volunteers will be trained to provide staff and support for the technology center by the end of the 5th month after award (deliverable)
- a minimum of 50 hours volunteer technology staff time per month will be provided by adults and students when the center becomes operative (deliverable)
- the technology center will be open for use by area residents for a minimum of eight hours per week within six months of grant award (deliverable)
- consultants will be contracted to assist in developing web site and production of videos within 90 days of award (deliverable)
- available visual records of our heritage will be preserved on videos and will be available on line within one year of grant award (deliverable)
- fifty photos of area businesses, homes, recreational sites and historical areas will be put on the Brainard web site within one year of grant award (deliverable)
- Ten historical news "flashbacks" of community history will be placed on Brainard's web site within one year of award (deliverable)
- one promotional video of the area which will include information on business, housing, recreational, schools and churches will be planned and production started by the end of the project year (deliverable)
- a weekly class and practice time will be available for those residents seeking to upgrade employable computer skills (deliverable)
- a minimum of three introductory Internet classes will be offered during the first six months of the technology center operation (deliverable)

3. Measurement and assessment methods that will verify project outcomes;

In addition to verifying the deliverables described above, the following tools will be used to assess outcomes:

- a survey will be developed and administered to residents who are interested in developing computer skills. The survey will ascertain baseline computer literacy and areas of interest.
- a second survey will be administered to those who have used the technology center for six months. This second survey will be used to indicate what skills they now possess after going through training. Results will be reviewed and published in the community newsletter. The results will be used for further planning.
- core group will interview two users of the technology center every six months to determine satisfaction with services and progress with using the Internet
- volunteer staff members will meet quarterly to review progress, attendance records and discuss problems and solutions to identified problems.

4. Significant constraints of the project

- Recruiting ten volunteers willing to commit time for training and staffing the technology center will be a constraint. However the town has a history of working together to sponsor activities for the whole community. Volunteers organized fund drives to build the swimming pool and a combination track and softball field. Volunteers also staff the local volunteer fire department and the American Legion softball program. Each summer, an "Evening in the Park" is planned with band concerts, kid's games, entertainment and fun to encourage community socializing. A volunteer committee is presently working on updating historic information and preserving the pictures, scrapbooks and other information for Brainard's 125th anniversary which will be held in 2003. The committee is looking at alternatives that will make this information more accessible through the use of current technology
.
- Funding is a constraint. The local Economic Development Council currently lacks funding to ensure that information about the town, its resources and opportunities, is readily available to prospective business and industry. A data base which would include information about local businesses, prospective industrial sites and a video highlighting the area, its people and the area resources is needed to provide this information. Equipment, provided through the grant, could then be used to develop monthly newsletters, brochures and printed material for use in attracting and retaining businesses

- Availability of consultants is a constraint. Grant funds will be used to fund consultants for setting up the program. The consultants will develop the capabilities of local volunteer staff to continue the project after the project year is completed.

- Lack of interest in a technology center is a constraint. Many industries are requiring computer skills of their employees. There are adult education classes offered locally to teach basic computer skills, however many people lack the resources or opportunities to utilize and develop computer skills. They hesitate to purchase a computer unless they can become familiar with its use and its benefits.

- Availability of technical support or assistance if equipment breaks down or software is damaged is a constraint. We do have East Butler personnel willing to assist in providing technical support.

5. Significant assumptions relating to the project.

A significant assumption we made is that there is a lack of computer knowledge among the area residents. Various publications indicate that fewer rural residents have Internet access or high-speed technology and that there is a need for training in information technology. We were unable to obtain data specific to our community and the surrounding area through local suppliers of Internet services or other sources

A second assumption we made is that there will be people interested in using the technology center. Many of the village residents have not had the opportunity to learn how to use a computer, send e-mail or to access the Internet for the wide variety of information which is available. Web sites on agriculture, public information and services, education, grant programs, economic development and many other sites are available for people in the community as they work, travel, govern, shop, educate and entertain themselves. Most seniors want to remain physically and mentally active and would welcome lifelong learning opportunities. In addition, those of us who went to school before the age of computers often need to become familiar with technology in order to improve employment opportunities.

A third assumption is that we will have adequate volunteers for the project. Based on past history of the community, we believe this assumption is justified.

A fourth assumption is that the grant funding will provide equipment, training and support so that the objectives can be accomplished and the project will be self sustaining after the initial grant period.

Section V: Project Justification (Business Case)
Justify the project either in terms of an economic return on investment or other benefits to the entity or the public. The narrative should address the following:

1.Cost/benefit analysis and a life cycle cost analysis:

Representatives of the organizations involved in this project felt that the benefits are intangible and very difficult to measure. If we are able to help one person get a job, attract or retain one business in the area, improve senior citizen's access to e-mail or help them access information and service on the Internet, the project will have been worthwhile.

Cost of the project per area resident during the project year is as follows:

- Total cost of project, $26415 divided by 3000 residents of East Butler School district = $8.80 per resident for the first year of the project.
- Costs during the period following the project year will be limited to support, upkeep and supplies and would be substantially less than the project year.

This is a very modest cost for the potential benefits of the project.

2. Impact the project will have on the customers, clients, and citizens. What services or processes will be changed or implemented, with respect to customer service, productivity, quality, or performance:

The proposed project will increase knowledge about technology and provide "hands on" experience for the area's citizenry; especially for those citizens who have had little or no exposure to computers and related technology. It will increase the comfort level of those working with computers for the first time.

Through the Internet, local and statewide services and information will be available to people in the area, electronic mail can be used to conduct one's work, consult with a teacher, or discuss health concerns.

The project will also address the data processing needs of the Village, local Fire Department and the Economic Development Council. New methods of data processing and promotional material will be developed to assist these entities.

The center will provide a data bank for members of the Community Club, East Butler Alumni, businesses and former residents of Brainard. Address labels may be printed for correspondence and information kept on file. This is essential as committees prepare for the 125th Anniversary of Brainard's founding which will be held in 2003.

3. Impact the new system will have on current problems and how it will impact the entity's policies, procedures, standards, staffing, costs, and funding:

A major problem we are addressing with this project is the need to keep a rural area competitive in the emerging digital economy. Drawbacks to living in rural areas include isolation, lack of information and lack of big city variety and opportunity. Television, the Internet and other technologies have lessened the isolation and put towns such as Brainard on the fast lanes of the information highway. This project will allow us to provide access to available services and information for area residents who currently lack the knowledge or the resources to attain computer literacy.

The project will have minimal impact on expenses of the proposing entity. The project staffing is mostly volunteer after initial startup and consultant advice. Other costs would include increased utility expense due to increased hours of City Hall operation. These costs will be contributed by the Village as in-kind match.

Policies and procedures regarding use of the technology center and related equipment will be developed. Clear information will help allay concerns regarding use of the Internet

4. Other solutions that were evaluated and why they were rejected. Include their strengths and weaknesses. Explain the implications of doing nothing and why this option is not acceptable;

Initial funding for this project, including hardware, consultant advice and start up costs was discussed by partners in the project. Due to tax constraints and limited availability of funds, minimal funds were available to fund startup costs of the project. There is, however, commitment to provide education, within the limits of their resources, to people of all ages by the local school system. Citizens of the area volunteer in projects and services provided by the Community Club, Volunteer Fire Department and Economic Development Council . Based on past history and the enthusiasm of people involved in planning the project, we felt that ample volunteers could be recruited and trained to assist in the technology center.

"Doing nothing" would result in a step backward for a community which prides itself on being progressive and a good place to live and raise a family. The continued growth of the area economy rests on our ability to use the tools of technology which are available to us. We can improve the quality of life and the economy through our collaborative efforts in this project.

Grant funding provides for startup costs of the project. The project is sustainable with continued use of volunteers, cooperation with the community college for staff training and contributions of space and utilities by the Brainard Village.

5. The project's compliance with any state or federal mandates. If yes, please specify the mandate being addressed

Not applicable. We are not aware of any state or federal mandates which would affect this proposal.

Section VI: Implementation
Describe the implementation plan--from design through installation and ongoing support--for the project. The narrative should address the following:

1. Project sponsor(s) and stakeholder acceptance analysis;
Project sponsors in this project are:
- The Brainard Village Board, sponsor and fiscal agent for the project. Space for the technology center will be provided in the City Hall.
- East Butler Schools, in cooperation with Central Community College will provide training for the volunteers and support for student volunteers.
- The Brainard Community Club will participate in recruitment of volunteers and provide volunteers to assist in data processing and preservation of historical information.
- The Brainard Volunteer Fire Department will utilize the project to access training information and develop forms that will improve data processing of required reports.
- The Brainard Economic Development Council will utilize the system to develop a promotional video, a listing of community resources and provide printed material to potential businesses.
- Representatives of these groups have been meeting to develop the proposal and have expressed support for the project as proposed. They have discussed their individual needs and how collectively, these needs can be addressed. They will establish guidelines for use and a clear policy on Internet usage.

Support for this project has also been received from people in the area who have expressed interest in learning more about computers. There are also high school students interested in serving as mentors for their parents, grandparents or others using the technology center. A committee meeting to plan Brainard's 125th Anniversary has also endorsed the preservation of historical information and will utilize the printed material and videos which will be developed as part of the celebration.

Local organizations would use the center to research material pertinent to projects such as community improvement, promotion of tourism, attracting new development, and genealogy studies. Since the community lacks the resources for a library, this center would provide an alternate source for the general public to obtain access to newspapers, magazines and related materials.

2. Define the roles, responsibilities, and required experience of the project team;

Key members of the project team and their experience include:

Mrs. Sharon Bruner - Elementary teacher at East Butler and Director of "Extended Learning" for Central Community College at East Butler Schools. She has 37 years of educational experience and will chair the project team. She will also oversee development of   the training program for volunteers. Mrs. Bruner will work with student mentors for senior citizens and develop curriculum and procedures for those using the Internet. Mrs. Bruner has had experience developing databases, researching genealogy, writing books, and working with Mrs. Dvorak on the town's history preservation.

Mr. Gary Gustafson - Superintendent of East Butler Schools will coordinate the use of training facilities at East Butler School He has been a school superintendent for twelve years and has been involved in the planning and set up of many computer labs for students.

Mrs. Carolyn Dvorak - Brainard Community Club Historian with thirteen years of involvement in preserving local history will be recording oral and video tapes of local community events. Mrs. Dvorak and Mrs. Bruner will oversee the development of videos, preservation of historical material and other printed material. They have been chairpersons of Brainard's history preservation project since 1988. They have produced 15 VCR tapes compiled from home movies, pictures and documents of the history of Brainard.

Mr. Doug McGee - head of the computer education department at East Butler High School will provide consulting advice and assist in design and setup of the technology center. He will assist in the curriculum design for training of volunteers. Training of volunteers will be provided in the computer lab at East Butler School and involve ten hours of classroom-lab instruction on use of the computer, word processing, data processing and use of the Internet. He will also provide troubleshooting and technical support for computer hardware and software.

Mrs. Mary Lou Meister - Brainard's Village Clerk will oversee the space, utilization of the Technology Center and financial reporting under guidelines set by the Village Board. She is a lifelong Brainard resident and has served as a teacher in the East Butler School District for 23 years. She has had leadership roles in East Butler's drug free youth group, Brainard Community Club and Holy Trinity Parish Council.

Debbie Behne, a journalism major, has worked as a reporter, photographer, editor and columnist for daily and weekly newspapers. For the last five years, she has been a graphic designer for Green Magazine, a monthly publication with a circulation of 30,000. In addition, she has been a free lance writer for Toy Farmer for ten years. She will help design brochures, newsletters, a history book and other publications in order to actively and positively promote the Brainard community.

Mrs. JoEllen Vrbka - will recruit volunteers with computer knowledge, advertise and promote the use of the technology center. She was a hospital administrator for many years and has experience working with volunteers.

Sister Frances Pytlik ASC, who has 30 years of experience in education and media preparation. She has written a book and produced a video on about 100 years of school history.   She currently has developed a Web site and keeps it current for her school. She also serves as resource person for computer problems at her school. She will serve as a consultant in development of historical and promotional videos and printed material.

 Quinten Farley works with a professional advertising firm and has produced videos to promote tourism. He will provide consulting services for this project.

Alan Snyder, Village board member for 3 years with responsibility for parks, recreation and streets, vice-president of the Brainard Volunteer Fire Department, and treasurer of the Community Club, will serve as an advisor and liaison for the Fire Department and Village Board.

 3. List the major milestones and deliverables for each milestone;

        The project team chairperson will be Mrs. Sharon Bruner. The team will consist of representatives of all the stakeholders involved in the project.   A consultant will be utilized to assist in purchase of equipment for the center, design of the training program and development of data processing forms for use by Economic Development Council and the Volunteer Fire Department.
        The program for computer education, training of volunteers and startup of the educational aspects of the project is expected to take six months. The data processing, historical and video presentations are expected to begin during the summer of 2001 and be completed in time for the 125th Anniversary of Brainard's founding which will be held in 2003..

Timelines:
Milestone l : Preparation phase
Month 1 - Initial meeting , consultant retained.

Month 2 -   Design of technology center completed. Guidelines for training of volunteers will
                  be completed. It is expected approximately 10 hours of training will be needed.
                 Begin recruiting of volunteers.

Month 3 -   Survey of area residents to determine baseline computer literacy and areas of interest
                  completed .
                 Hardware and software purchased and installed.
                 Training for volunteers to staff center begun.
                  Data processing forms developed for the Brainard Fire Department and Economic

Development Council and representatives trained to use forms.
First community newsletter published for area residents. Newsletters will contain
Information on using the center and programs offered by the center.

Month 4 -   Training for volunteers to staff center continues.   Consultant will begin training
Mrs. Bruner and Mrs. Dvorak on use of video equipment and procedures for
making historical and promotional videos.
Newsletter is published

Month 5 -   Training for volunteers completed
Ongoing work with historical video continues.
Development of data bases for organization mailing lists begins.
Newsletter is published

Milestone 2 : Technology Center opens

Month 6 -   Technology center opens minimum of six hours per week
Volunteer coordinator meets with volunteers and sets up schedules, training to be
done and records to be maintained
Newsletter is published

Month 7 - 12   Technology center open minimum of 8 hours per week and by appointment
for additional training or data processing
Periodic meeting with consultant to solve problems, develop additional forms,
compilation of data, etc.
Newsletter is published

 Milestone 3: Completion of project

Month 12 - Preparation of the final report

Planning, evaluation and problem solving meetings of key players and stakeholders will be held
quarterly both during the project period and after the project is complete.

 4. Training and staff development requirements and procedures:

Training and staff development for the technology center will be provided at East Butler
High School with the cooperation of Central Community College. Volunteers will be expected
to have basic computer knowledge. Approximately ten hours of classroom-lab work will be
provided to volunteers who will staff the technology center. The classes will cover basic
computer setup, word processing, data processing and basic Internet usage. Central Community
College will be expected to provide course curriculum and study materials.

In addition, classes will be provided in Web Page development and intermediate Internet tools. These classes will be available for volunteers and also available for area residents who want additional training.

A computer consultant will provide training in video and other equipment used in preservation of heritage information . Instruction will be provided in production of videos, use of digital camera and preparing printed material.

5. Maintenance and on-going support requirements, plans and provisions.

Preventative maintenance and on-going support will be provided for the equipment which is sought in this proposal. Hardware support will initially be covered under warranty. After warranty, a maintenance contract will be signed with a computer vendor. Other technical support will be provided by the computer department at East Butler High School. Project staff will also assist in problem solving.

Donations by local businesses and individuals of cash, used computers etc. will be sought to provide on-going financial support. The vendor supplying Internet services has been contacted and negotiated discounts may be arranged if the project is funded.

Section VII: Technical Impact
Describe how the project enhances, changes or replaces present technology systems, or if new systems are being added. The narrative should address the following:

1. Describe the hardware, software, and communications requirements for this project. Describe the strength and weaknesses of the proposed solution:

The only computers that have been available for use in these projects have been personal computers owned by the volunteers and one small personal computer used by the Village Clerk. The hardware requested for this project includes equipment that will be used for the technology center and equipment to be utilized in developing videos and printed information.

Hardware includes 2 iMac DV Special Editions and l Compaq computer including keyboards, monitors and mouse, 2 large Zip drives and l CD-Rewritable Drive kit, a printer and a scanner.

Other equipment includes a digital camera and a digital movie camera to take pictures for the production of videos and brochures.

An LCD projector, movie screen, two VCRs, TV and video edit master will be needed for showing of videos and for training purposes.

Software required for printing purposes are the Publishing Collection including PageMaker, Photoshop, Illustrator, and Acrobat. The Macromedia Dreamweaver software is needed to develop the Brainard web site.

2. Rationale for determining the selection and appropriateness of the proposed technology components compared to the needs of the users:

The proposed technology has been selected by the computer education teacher at East Butler, by the personnel involved in production and writing, and those needing the equipment. An additional consultant in the media production field has also been involved in selecting equipment.

IMac computers are used by East Butler students. The computer education teacher is skilled in their repair and set up and will provide much of the troubleshooting and repair services.

The Compaq computer was selected because of their technical support and the need for Windows format by several of the entities involved. Both systems have been found to be very reliable. Students in Central Community College courses use Windows for their bookkeeping and data processing classes.

As the demands of the system grow, additional equipment may be purchased through donations.

3. Address issues pertaining to reliability, security and scalability (future needs for growth or adaptation) :

The City Hall, where the equipment will be housed, is a climate controlled building and will have supervision of the area when in use. Security will be maintained through use of passwords to access the computer and programs on the computer. Users will have their own personal discs for data storage.

Procedures will be put in place to back up the web site and data processing on a regular basis. Only appropriate users will be allowed to login to the web server and update web content..

4. Appropriateness of the key technologies to generally accepted industry standards:

The proposed project would meet generally accepted industry standards.   If the proposal is funded, all equipment will meet requirements set forth in the State Technology Plan. Equipment as proposed is compatible with Windows and Mac OS software. Volunteers and student mentors who will take training through Central Community College will use Microsoft programs for their class work. Fire House software and record keeping software for the firemen also need that format. IMac features the capabilities to edit videos and their highly graphic programs are desired by some. We hope to accommodate the needs of all people by providing computers of both Widows and MAC OS software.

5. Compatibility with existing institutional and/or statewide infrastructure:
Not applicable as the project is not expected to interface with existing institutional and/or statewide infrastructure

Section VIII: Risk Assessment
Describe possible barriers and risks with implementing the project. The Narrative should

address the following:

1. Describe the risk assessment which has been performed on this project:

The stakeholders have discussed and identified the areas of potential failure of the project. These areas have been analyzed to determine their relation to the success of the project. We have also developed strategies to help minimize the risk of failure.

2. List the identified risks, and relative importance of each:
- Equipment failure or malfunction - high importance
- Lack of volunteers to staff the center - medium importance
- Lack of interest and usage of the center - high importance
- Loss of one or more stakeholders in the project - high importance

Identify strategies which have been developed to minimize risks:
- Equipment failure or malfunction - high importance. A program of preventative maintenance f or equipment will be instituted with a vendor. Some repairs may be covered under warranty. Volunteer staff members who are computer literate and can troubleshoot problems will be recruited. Technical support will also be provided by the computer department at East Butler School.
- Lack of volunteers - medium importance. An informal survey shows that there are several volunteers interested in the project who have computer experience. In addition, classes will be provided brush on basic skills. Advanced training will be provided as needed.
- Lack of interest and usage of the center - high importance. Newsletters, posters and advertising will be used to publicize the center. An open house will be held to stimulate interest in the project
- Loss of one or more stakeholders in the project - high importance. Commitment by the stakeholders is key to success of the project. Quarterly meetings of the stakeholders will be held to solve out problems and promote awareness.

4. Impact if project is not completed as proposed.

No significant financial impact is foreseen if the project is not completed as proposed. Benefits would accrue if any part of this succeeds. Public awareness of information technology will certainly increase.

Possible losses would be the time spent by the partners in this project, volunteers' time and expenses incurred by the Village Board and East Butler High School to provide space for the equipment and training facilities. However, these possible losses are not significant.

Section IX: Financial and Analysis and Budget (Required)

	CTF Grant Funding	Cash Match (5)	In-kind Match (6)	Other Funding Sources(7)	Total
Personnel			5220		5220
Contractual Services					
• Design	813		200		1013
• Programming and Testing	200		100		300
• Project Management, evaluation, and quality assurance					
• Equipment	500				
• Setup/Training	1013		200		1713
Capital Expenditures(3)					
• Hardware Acquisition	12570				12570
• Software Acquisition	1420				1420
• Network costs	635				635
• Other (Furniture and Supplies)	485				485
• Warranty	359				359
Other Costs					
Telecommunications	500		240		740
Supplies and materials			600		600
Other operating (4)		100	360		1360
TOTAL	18495	100	6920		26415

Financial Narrative Notes:

1. Please include estimated number of hours or full-time equivalent (FTE) by position. Include separate totals for salary and fringe benefits. If it is necessary to itemize on a separate sheet, include only the subtotal in this table.

All the technology center and management staff is volunteer and salaries are estimated at the rate of six dollars per hour. The volunteer hours will be included as in-kind matching funds.

Project manager - planning, directing, evaluation - ave. 4 hrs/wk X 50 weeks	$1200
Project team planning, evaluation & monthly meetings 4 hrs/wk X 50 weeks	1200
Volunteers (5) training classes (10 hrs) 50 hrs.	300
Technology center staffing - 8 hours/week X 26 weeks - 208 hrs	1248
Training time and production of videos 80 hrs	480
Production of monthly newsletters, data processing forms 80 hrs	480
Technology support by East Butler computer department 2 hrs/wk X 26 weeks	312

<div align="right">

Total $5220

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2. Please itemize other contractual expenses on separate sheet.

Design & specify hardware and software for technology center		
	10 hours @ $20/hr	200
Design data processing forms	10 hours @ $20/hr	200
Design education of trainer programs	10 hrs @ $20/hr	200
Design promotional videos	2.5 hrs. @ $85/hr	213
Program forms for data processing	10 hrs @ $20/hr	200
Organization & setup of hardware, software	25 hrs @ $20/hr	500
Training of program manager, technology center staff 40 hrs @ $20/hr		800
Training of volunteers to develop videos	2.5 hrs @ $85/hr	213

<div align="right">

Total $2526

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3. Please itemize capital expenditures by categories (hardware, software, network, and other) on a separate sheet.

Hardware:	2 iMac DV Special Editions @ $1500 ea	$3000
	1 Compaq 5004US 1100 mhz computer	1300
	1 monitor for Compaq	400
	1 Sony Cyber-shot DSC-S70 digital camera	800
	1 Sony DCTRV 520 digital camcorder	980
	1 Canon Projector: LV-7320 multimedia LCD	4400
	1 27" TV Sony	400
	2 VCR Sony @ 130 ea	260

2 Iomega 250 MB Zip USB external drive @90 ea	180
1 CD rewritable drive kit	260
1 LCD tripod screen	210
1 Epson 740i Stylus printer	230
1 Astra 2100 U scanner	150
	12,570

Network wiring, cables, etc

1 USB video bus	100.
1 surge protector	35
1 firewire PC card	100
1 network HUB	50
1 network cable	50
1 firewire cable IEEE 1394 misc. Internet hookup	260
	$635

Supplies

1 Pk. - CD - rewritable Sony	20
3 Verbatim 8 XCD-R @ 8	24
4 color ink cartridges @ 26	104
4 black ink cartridges @ 23	92
3 TDK 120 Min Hi8 @ 15	45
	285

Furniture   l portable VCR cart   200

Software   l Publishing Collection (includes Page Maker, Photoshop,
Illustrator, Acrobat)   1000
1 Macromedia Dreamweaver 4 Fireworks 4 Studio   420
     1420

Warranty   1 5 yr. on camcorder   359

4. Please itemize other operating expenses on a separate sheet.

Other operating expenses include maintenance contracts for software and hardware. These expenses, estimated at $l,000, will be met by donations from local businesses and individuals and possible grant funding.

5**. Please indicate the source of any cash match.**

Donations for maintenance contracts will be provided by area residents and local businesses. In addition, donations will be requested from those who utilize the technology center.

6. Please indicate the source of any in-kind match and how it will be documented. 17

In kind matches for personnel will be documented by sign in sheets and rosters of class records.

Personnel - all volunteer
    Project manager- planning, directing, evaluation -   4 hours per week - 50 weeks
    Project team planning, evaluation & monthly meetings - 4 hours per week - 50 weeks
    Volunteers (5) training classes (10 hrs)   50 hrs
    Staffing technology center 8 hrs wk X 26 wk   208 hrs
    Volunteers - training time and production of videos   80 hrs
    Produce monthly newsletters, data processing forms   80 hours
    Technical support by East Butler computer dept. staff   52 hours

Logs of operating hours, classroom time for volunteers and Village records will be used to document the following in-kind donations.

- Computer consultant has agreed to provide five hours of consultant time @ 20/hr - $100
- East Butler High School has agreed to donate time, space and supplies for training of volunteers. Value of donation approximately $200.
- The Village of Brainard will provide telephone line, utilities and space to house the computer center. Value of an additional telephone line, utilities and space is approximate $240 for telephone line and $360 for additional utilities and space to operate center.
- Local builders have agreed to donate labor and material for building computer workstation - value - approximately $600.

7. Please provide a breakdown of any other external funding sources.
Sources of external funds may include grants from federal agencies or
private foundations.

    No other funding sources are expected for the proposed grant funding period. However, grant funds, donations and user fees are expected to sustain the project in succeeding years.